



Guaranteed Loan Lender USDA LINC Security Help

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OBTAINING A LENDER ACCESS CODE AND LENDER PASSWORD

There are two types of USDA LINC User ID's. One is the Lender Access Code and the other is the lender's representative User ID. A Lender Access Code is issued to each lender. The same lender access code applies to all users in the organization. Employees within the lender's organization that will be using the USDA LINC must obtain their own User ID. Employees accomplish this through the USDA LINC.

The Lender Access Code is issued after RHS receives a signed Trading Partner Agreement from the lender. RHS will send the Lender Access Code and Lender Password along with the signed Trading Partner Agreement via U.S. mail to the lender. Lender representatives will need the Lender Access Code and Lender Password to request a USDA LINC User ID and Password.

HELPFUL HINTS: The RHS assigned Lender Password is a one-time use password and must be changed the first time that the Lender Access Code is used. Passwords are not case sensitive.

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OBTAINING A USER ID AND USER PASSWORD

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.

4. Click **NEW USERS**. The Lender Login page is displayed.
5. Enter the Lender Access Code and the Lender Password. Passwords are not case sensitive.
6. Click **LOGIN**. The User ID Request page is displayed unless you are the first user from your organization requesting a User ID. If so, see the Helpful Hint below.

HELPFUL HINT: *If you are the first user from your organization requesting a User ID*, you will be prompted to change the Lender Password. For security purposes, a lender is required to change their assigned password the first time they log onto the system.

Enter the current password and a new password when the Change Lender Password page is displayed. Verify the new password by reentering it. Please make note of the new Lender Password for future use. Click **SUBMIT**. Click **OK** in the UPDATE SUCCESSFUL message box. The User ID Request page is displayed.

7. Complete the required fields. Required fields are denoted with asterisks.
8. Click **SUBMIT**. Your User Id is displayed on the User ID Request Confirmation page. Please make note of your User ID and User Password, you will need them to log onto the system.

HELPFUL HINT: User Passwords do not expire. However, if you do not use your User ID within 6 months it will be deleted.

9. Click **OK**. You are now logged onto the system and the USDA LINC Home page, with additional user options, is displayed.



You can determine if you are logged onto the USDA LINC by viewing the navigation bar at the top of the page. If the *Log On* hyperlink is displayed, you are not logged onto the system. If the *Log Off* hyperlink is displayed, you are logged onto the system.

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SIGNING ONTO THE USDA LINC

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.

5. Enter your User ID and Password. Passwords are not case sensitive.

HELPFUL HINTS: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for the "FORGOTTEN OR SUSPENDED USER PASSWORD" section.

6. Click **LOGIN**.
7. Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

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CHANGING A USER PASSWORD

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID and Password.

HELPFUL HINTS: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for the "FORGOTTEN OR SUSPENDED USER PASSWORD" section.

6. Click **CHANGE PASSWORD**. The Change User Password page is displayed.
7. Complete the required fields and click **SUBMIT**.
8. Click **OK** in the PASSWORD CHANGE SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

HELPFUL HINTS: If you are signed on, you can change your user password by clicking **CHANGE USER PASSWORD** on the USDA LINC Home page.

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CHANGING USER INFORMATION

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID and Password.

HELPFUL HINTS: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for the "FORGOTTEN OR SUSPENDED USER PASSWORD" section.

6. Click **LOGIN**.
7. Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page with additional user options is displayed.
8. Click **CHANGE USER INFO**. The Change User Information page is displayed and your current user data is prefilled.
9. Change the applicable user data. Make sure all required fields are completed before submitting the change.
10. Click **SUBMIT**.
11. Click **OK** in the UPDATE SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

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FORGOTTEN OR SUSPENDED USER PASSWORD

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.

4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID.
6. Click **FORGOTTEN/SUSPENDED USER PASSWORD**. The Lender Login page is displayed.
7. Enter the Lender Access Code and Lender Password.
8. Click **LOGIN**. The Forgotten /Suspended User Password page is displayed.
9. Click **SUBMIT**. A confirmation box is displayed advising that your current password will be changed to a new password and mailed to your e-mail address on record. Please allow up to 30 minutes to receive the message.
10. Click **OK**. The USDA LINC Home page, with additional user options, is displayed.

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CHANGING THE LENDER PASSWORD

1. Start your web browser application by either double clicking on its icon or selecting it from the START menu.
2. Click once in the Location bar. The current address (or URL) should be highlighted.
3. Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
4. Click **LOG ON**. The User Login page is displayed.
5. Enter your User ID and Password.

HELPFUL HINTS: You have three attempts to enter your correct password. After the third time, your User ID and User Password is suspended. If you forget your user password, refer to the Help for the "FORGOTTEN OR SUSPENDED USER PASSWORD" section.

6. Click **LOGIN**.
7. Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.
8. Click **CHANGE LENDER PASSWORD**. The Change Lender Password page is displayed.
9. Complete the required fields and click **SUBMIT**.

- Click **OK** in the UPDATE SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.

HELPFUL HINT: The same Lender Access Code and Lender Password applies to all users for your organization. Please advise other users of this information or any changes to this information.

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FORGOTTEN OR SUSPENDED LENDER PASSWORD

- Start your web browser application by either double clicking on its icon or selecting it from the START menu.
- Click once in the Location bar. The current address (or URL) should be highlighted.
- Type in <https://usdalinc.sc.egov.usda.gov> and press **ENTER**. The USDA LINC Home page is displayed. Click **RHS LINC HOME**. Click **ELECTRONIC DATA INTERCHANGE (EDI)**.
- Click **LOG ON**. The User Login page is displayed.
- Enter your User ID and User Password.



If you have forgotten your password or your password was revoked, please contact the Centralized Help Desk at 800-457-3642 option 2 or email them at chd@stl.rural.usda.gov. Please provide the following information to ensure prompt service: user's name, lender tax ID, lender branch number, office phone number including area code and extension number, and a brief description of the problem.

- Click **LOGIN**.
- Click **OK** in the LOGIN SUCCESSFUL message box. The USDA LINC Home page, with additional user options, is displayed.
- Click **CHANGE LENDER PASSWORD**. The Change Lender Password page is displayed.
- Click **FORGOTTEN/SUSPENDED LENDER PASSWORD**. An informational box is displayed advising that your current lender password will be changed to a new lender password and mailed to your e-mail address on record. The new lender password must be changed when you use it for the first time. Please allow up to 30 minutes to receive the message.
- Click **OK** in the informational box. The USDA LINC Home page, with additional user options, is displayed.

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